Topic: USAG Fort Irwin and the NTC Command and Community Information Management Standard Operating Procedure	OPR: Information Manager 380-7724
Reference: None	

Procedure:

- All requests for routine information dissemination are submitted to the Fort Irwin Community Information Manager @ IRWIN-INFO-MGR@conus.army.mil. The information manager will analyze the request, determine what conduits are to be utilized, and task the appropriate organization and, or conduit to disseminate the information.

- Routine Information: For dissemination of routine information this procedure is mandatory for all USAG directorates and available to other commands, units and organizations in the NTC community. This system is not applicable to AAFES advertising, private organizations nor is it a replacement for MWR marketing operations. Examples of routine information include, but are not limited to, road closures, scheduled and unscheduled changes in facility operations hours, facility closure and openings for repair, changes in operating procedures and announcement of community or installation events and campaigns.

- Emergency Information. Under emergency conditions, defined as the activation of the Garrison Incident Operations Center (IOC), each manager of information conduits will fall under the operational control of the Community Information Manager and be available to disseminate information until the IOC stands down. Additionally, all Facility Managers with the capability to broadcast, 88.FM KNTC in their facility, will do so until the IOC stands down.

- The following conduits are available to disseminate routine or emergency information.

  Front gate security personnel
  Visitors Information Center
  High Desert Warrior newspaper
  Mobile Electronic Signs
  AAFES Electronic Signs
  MWR Electronic Signs
  Commissary Electronic Sign
  DFAC Electronic Signs
  Postmaster e-mail
  DES patrols
  Garrison Guardian Tribune newsletter
  Twitter

  KNTC Public Service Announcements
  Fort Irwin Website
  Reverse 911 System (Telephonic)
  Community Mayors network
  Pinnacle e-mail network
  IAP e-mail network
  BOSS network
  FRSA network
  In-Focus e-mail
  Silver Valley School District e-mail network
  Facebook
  Electronic Marquees